

YORK COUNTY STORMWATER DIVISION
STANDARD OPERATING PROCEDURES
FOR INSPECTION OF OPERATOR-OWNED STORMWATER MANAGEMENT
FACILITIES.

1. Conduct inspections in February and August of all operator-owned Stormwater Management Facilities.
2. Create inspection reports by entering into SWMFs
3. Determine whether Stormwater Maintenance staff has the ability to complete requested maintenance.
 - If it is determined Stormwater Maintenance staff can complete the requested maintenance, a work order will be issued.
 - Work order contains:
 - An outline of the issues with accompanying pictures
 - A scope of work
 - The construction supervisor determines:
 - The equipment used
 - Manpower
 - Estimated time
 - Maintenance is scheduled and completed.
 - If it is determined Stormwater Maintenance staff cannot complete the requested maintenance, Stormwater Maintenance will obtain quotes for outside firm.